

Assembly Rules Committee

Room 3016, State Capitol, P. O. Box 942849, Sacramento, CA 94249-0115, (916) 319-2800

IMPORTANT RULES COMMITTEE INFORMATION. PLEASE READ THIS NOTIFICATION CAREFULLY.

To: All Assembly Employees
From: Assembly Rules Committee
Subject: Job Announcements

ASSEMBLY JOB POSTINGS

California State Assembly Rules Committee

Classification: Office Assistant – Assembly Rules Committee
Final Filing: 5:00 pm, Monday, March 9, 2015
Starting Salary: \$1897/mo. (Salary depending on experience)
Position Location: 1020 N Street, Suite 300
Sacramento, CA 95814

Duties and Responsibilities

Performs a variety of clerical and administrative functions in the office, including serving as front office reception. Position requires good judgment and discretion and the ability to move from one project to another with little advance notice.

Requirements

- Answers the telephone and serves as receptionist.
- Performs clerical and administrative work, requiring excellent judgment and discretion.
- Assists in the collection, analysis and distribution of information.
- Demonstrated proficiency with Microsoft Excel, Word and Outlook, including mail merges and spreadsheets.
- Assists in the maintenance and organization of records and accounts.
- Establishes, revises and maintains filing systems and performs related clerical procedures.
- Operates a wide variety of office equipment, including computers, copiers and facsimile equipment.
- Ability to maintain confidentiality.
- Communicates clearly and concisely.
- Makes sound decisions in accordance with rules, regulations and policies.
- Works efficiently and effectively under pressure with excellent attention to detail.
- Establishes and maintains cooperative and professional relationships with employees and the public.

Information

This position requires the incumbent to work from 9:00 am – 5:00 pm, Monday through Friday. Additional hours may be required as dictated by the needs of the department.

To Apply:

Please submit cover letter, resume and salary requirements to: Assembly.Benefits@asm.ca.gov

Or mail materials to: **Assembly Rules Committee**
 ATTN: Recruiter
 1020 N Street, Suite 300
 Sacramento, CA 95814

PRIVATE OR GOVERNMENT SECTOR ANNOUNCEMENTS

Periodically, the Assembly Rules Committee receives information about job opportunities in private and other government sectors. You may contact these entities directly for more information.

To apply for a position, send a cover letter, your resume, and references to the address listed in the announcement. We will update this listing as new job announcements are available to us.

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